

DIGGING/GROUND PENETRATION APPROVAL PROCEDURES **FOR THE CAPITOL COMPLEX**

Due to the amount of high voltage lines, other power lines, phone/data lines, etc., we require that anytime an event proposes to penetrate any area of the Capitol Complex grounds (by digging or with stakes, signs, etc.) that the following procedures must be followed:

- 1) Call Iowa One Call at 800-292-8989. You must call **at least five (5) working days prior** to the time you want to put stakes in the ground. Request a *“joint meet”* with Iowa One Call at a designated time and location. (You will have to meet with the utility locaters.) Iowa One Call will give you a confirmation number.
- 2) Call Vanguard Utility Partners at 608-223-2014. Advise them you have just called Iowa One Call; give them the confirmation number and the date/time of the joint meet. Also, you must advise Vanguard that the charge for this locate should be sent to you – be prepared to give them your name, phone number and billing address. (If the State receives the bill, we will send to you for payment.)
- 3) Complete the “Capitol Complex Digging Application Form.” This form may be found on the DAS website at <https://das.iowa.gov/general-services/capitol-complex-events/digging-application-form>. The form can be submitted via e-mail, as the form indicates, or it can be faxed to the number on the form.
- 4) At the time you meet for the locates, you need to mark the area(s) you intend to penetrate with white spray paint since this will help eliminate confusion for the organizer (you) and the staff doing the locates.
- 5) One Call and/or Vanguard must place their locate flags appropriately in the areas.

No penetration of the Capitol Complex grounds is allowed until the steps listed above have been taken and your locations have been approved.

If you have any questions, please contact
Suzy Trotter, Capitol Complex Events Coordinator, at 515-281-7259.